

## **Appendix E**

### **Certification Management Officer Responsibility**

The Associate Director of Plant Operations and the HMPTS Chairperson has assigned responsibility for providing independent oversight for HMPTS Quality Assurance to the Certification Management Officer. The CMO is responsible for:

- Performing independent assessments of the implementation of the HMPTS QAP (DOE Order 5700.6C), the Conduct of Operations (DOE Order 5480.19), and the implementation of other DOE Orders assigned in Appendix G through the mechanism of audits and appraisals.
- Issue and distribute revisions to the HMPTS QAP with the approval of the HMPTS Committee Chairperson.
- Act as a resource to line management in the implementation of the DOE Orders for which the CMO has been assigned assessment responsibilities in Appendix G.
- Maintain a list of all SQAPs and update that list annually, based on updates submitted by Division/Section Heads.
- Attend HMPTS Committee monthly meetings and issue trend data as required.
- Produce and execute QA consciousness raising programs such as Quality Training.
- Produce or obtain instructional materials in QA matters, for training HMPTS employees and provide training for HMPTS members that enables them to carry out their liaison responsibilities.
- Provide training for QA Assessment Personnel that qualifies them to participate in assessments as an auditor or lead auditor.
- Be the liaison between the HMPTS Chairperson and Committee with the DOE in all quality assurance matters.
- Represent the HMPTS Committee at various workshops and conferences on quality assurance, conduct of operations, and other DOE Orders for which he/she is assigned independent assessment responsibility. This includes publishing articles and papers that will foster and support the Committees position on these matters.